

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor  
September 21, 2017**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, September 21, 2017 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

**COMMISSIONERS PRESENT:** Chairman Lapp, Vice Chairman Heck, Secretary Smith, Commissioner Merten, Commissioner Petersen and Manager Eileen Olson.

Minutes from the regular monthly meeting held August 17, 2017, were reviewed and approved as written with a motion by Merten, seconded by Heck, and carried unanimously.

**FINANCIAL REPORT:** Reserve Account balances as of August 31, 2017. (See statement balance sheet).

**OCCUPANCY REPORT:** Manager Olson reported 42 on the waiting list for one bedroom units and 10 for two bedroom units.

**BUILDING AND MAINTENANCE:** Budget Blinds submitted the low bid for vertical blinds in south and east facing units in the amount of \$7,000.00 for 23 apartments. After Board discussion a motion was made and approved to proceed with Budget Blinds.

Approval followed Board discussion on a bid from Troy Ketterhagen who will complete new sidewalk from parking lot to the property line for \$7,236.00.

Approval was granted to proceed with replacing all nine attic exhaust fans for a cost of \$2,100.00.

A bid was received from Swartz Nursery for 12 trees for \$4,400.00. Board members discussed and approved the work to be done in the spring unless general funds are available sooner.

The Board discussed Otis Elevator new contract renewal terms of \$260.00 per month with quarterly technician visits vs \$310.00 per month for monthly technician service. Other service companies were contacted to compare service pricing. Motion carried to proceed with a quarterly contract with Otis.

**COMMUNICATION:** Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members.

Our ZipLocal ad covers greater Walworth County, Western Racine and Western Kenosha Counties. The Board approved the \$396 annual ad.

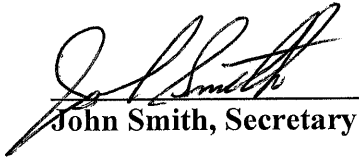
**NEW BUSINESS:** Chairman Lapp read a notice from Manager Eileen Olson of her intent to step down from her full-time position on January 1, 2018 and to fill a part-time position that was vacated by Sue Dewey in May 2017.

**RESIDENT COMMENTS:** There was discussion regarding moving a tenant who is overhoused from a two bedroom unit to a one-bedroom apartment.

**UNFINISHED BUSINESS:** None

**OTHER BUSINESS:** None

**ADJOURNMENT:** There being no further business, motion to adjourn was made by Heck, seconded by Merten, and carried unanimously. Meeting adjourned at 7:00 P.M. The next monthly meeting is tentatively scheduled for October 19, 2017 at 6:00 p.m.



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John Smith, Secretary